

# CITY OF CINCINNATI



## **ASSET FORFEITURE DISTRIBUTION For Community Preventive Education Programs**



## **FUNDING APPLICATION**

Submit Completed Applications to:  
Cincinnati Police Department  
310 Ezzard Charles Drive  
Fiscal & Budget, 3<sup>rd</sup> Floor  
Cincinnati OH 45214

Questions:  
(513) 352- 3514

[www.cincinnati-oh.gov](http://www.cincinnati-oh.gov)

## **Guidelines, Process and Administration**

### **Background**

The Ohio Revised Code (ORC) Section 2933.43 requires that a portion of State Asset Forfeiture Funds received by the Police Department be distributed to appropriate organizations, groups and projects for community-based drug and alcohol preventive educational programs. On April 28, 2004, City Council adopted a motion to establish an 11-member Community Preventive Education Committee for the purpose of evaluating applications against the established criteria and recommending to City Council, those agencies, organizations, groups, and projects that should receive asset forfeiture community funding.

The 11-member Committee will be comprised of the following:

- Two representatives from the Hamilton County Alcohol and Drug Addiction Services.
- Two community members appointed by the Mayor.
- One representative from the City Manager's Office.
- Two representatives from the Cincinnati Police Department.
- Two members appointed by the Cincinnati Empowerment Corporation.
- One member appointed by the Urban League of Greater Cincinnati.
- One member appointed by Su Casa Hispanic Ministry.

A minimum of 6 committee members is required to complete the review and recommendation process. In the case of resignation or removal of a representative, the nominating party will replace their representative prior to the next scheduled round of application review and recommendation.

### **Mission**

To fund the most effective and efficient community alcohol and drug preventive education programs/services in the City of Cincinnati, while providing a fair, equitable, and structured Asset Forfeiture Funding application process.

### **Process for Distributing Asset Forfeiture Funds**

Applications for funding will be completed and submitted by requesting agencies and organizations. The schedule for submitting an application is contained within this document. The Community Preventive Education Committee will review applications and make recommendations for funding. City Council's Finance Committee will receive and review the Committee's recommendations for funding on an annual basis. City

Council will provide the final approval for allocation of funds. Available funds will be distributed on an annual basis.

Eligibility and Criteria:

1. All programs must serve the needs of the residents of Cincinnati. Those communities, which are victimized by high crime rates, will be given priority.
2. Programs must provide “community preventive education,” such as DARE programs and other programs designed to educate adults or children with respect to the dangers associated with the use of drugs of abuse.
3. All agencies/organizations must have a Federal Tax ID number.
4. All applications must include the amount of funding requested along with a narrative description of the program to be funded.
5. Each program must identify measurable short-term and long-term outcomes.
6. All applications must be received by 5:00 P.M on the deadline date established as indicated in this application packet.
7. All agencies/organizations must identify any funding received from other sources.
8. Each funding request must include an **itemized** program budget.
9. Program evaluation reports will be required on a quarterly basis.
10. Upon receiving board approval, a legally binding contract will be drafted and signed by the program director or his/her designee.

Process

The Community Preventive Education Committee will meet on an annual basis as indicated in the distribution schedule. They will review all applications received by the submission deadline and submit their written recommendations to City Council. The review will include information provided by the City’s Finance Department and Hamilton County Alcohol and Drug Addiction Services (ADAS) regarding any funding currently being provided to the agency/program through any other City or Hamilton County funding initiative.

Once the funding is formally approved by City Council, the Cincinnati Police Department will initiate a written contract. All program expenditures will be paid on a **reimbursement basis**.

Provided are key application and disbursement dates:

<b><i>Activity</i></b>	<b>2005</b>	<b>2006</b>
<i>Deadline for applications</i>	January 30	January 30
<i>Community Preventive Education Committee review and recommendations</i>	February 27	February 27
<i>Recommendations sent to Finance Committee for approval</i>	Within 30 Days	Within 30 Days
<i>Recommendations sent to City Council for approval</i>	Within 30 Days	Within 30 Days
<i>Programs funded</i>	90-120 Days	90-120 Days
<i>First outcomes report due from grantees</i>	90 Days from Signed Contract	90 Days from Signed Contract

# City of Cincinnati Community Preventive Education Committee

## FUNDING APPLICATION

(8/04)

*Applicant Organization or Group*

**NAME:**

**FEDERAL TAX I.D. #**

**ADDRESS:**

**CITY/STATE/ZIP:**

**PRIMARY CONTACT NAME:**

**PRIMARY CONTACT PHONE:**

**FAX:**

**PRIMARY CONTACT E-MAIL:**

**TOTAL BUDGET FOR THIS PROJECT: \$**

**AMOUNT OF THIS FUNDING REQUEST: \$**

**COMMUNITY(IES) SERVED BY THIS PROGRAM/PROJECT:**

**APPLICANTS SIGNATURE:**

**DATE:**

*(Attach additional sheets as necessary)*

<b>1.</b>	<b>Describe the overall Community Preventive Education project/program to be funded and identify the target population to benefit from this program:</b>
<b>2.</b>	<b>Timetable for the project/program:</b>
<b>3.</b>	<b>Identify the program's benefits to the target population:</b>
<b>4.</b>	<b>Please indicate the City departments and other governmental agencies (if any) with whom you have worked to analyze the problem and identify the proposed solution. (Feel free to include support data from those agencies.)</b>
<b>5.</b>	<b>What are the measurable short-term and long-term outcomes of this project/program?</b>
<b>6.</b>	<b>Please list other agencies or funding sources to which this proposal has been or will be submitted. For each, indicate the amount requested, the status of the request (submitted, pending, funded, declined). If funded, specify amount.</b>
<b>7.</b>	<b>Please attach a project/program budget (showing revenue and line-item expenses).</b>